

**Fairfield County Auditor Finance Office
Request for Reissue of Outstanding Warrant**

TO BE COMPLETED BY CHECK PAYEE

Check Payee: _____ **Check Date:** _____

Check Number: _____ **Check Amount:** _____

Account Code: _____ **Fund Name:** _____

I was issued a warrant, in the amount and on the date listed above, by the Fairfield County Auditor. This warrant has been lost or destroyed and there is no reasonable probability that it will be found and presented for payment.

With this request from me, the Fairfield County Auditor will issue a duplicate warrant.

I promise to deliver the lost warrant to the Fairfield County Auditor for cancellation if it is found.

Authorized Signature

Payee's Address: _____

Date

TO BE COMPLETED BY DEPUTY AUDITOR

1. Auditor's Office called the Park National Bank to stop payment of warrant:

Bank Representative: _____ **Date:** _____

Stop Payment form received from bank. **Date:** _____

Stop Payment form completed and returned to bank. **Date:** _____

2. Duplicate warrant issued:

Check Number: _____ **Date:** _____

Deputy Auditor Signature